

CLASS TITLE: SUPERVISOR BREATH ANALYSIS PROGRAM

Class Code: 02529200

Pay Grade: 24A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise a statewide breath analysis within the Department of Health involving the certification and recertification of breath testing instruments and instrument operators on a periodic basis in order to determine the accuracy of the instruments and the qualifications and competency of individuals engaged in the operation of such instruments; to enforce state laws as mandated and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is subject to review upon completion through conferences and submitted reports for conformance to established monitoring methods and techniques, state law, and agency policies, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of inspectors and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise a statewide breath analysis program involving the certification and recertification of breath testing instruments and instrument operators on a periodic basis in order to determine the accuracy of the instruments and qualifications and competency of individuals engaged in the operation of such instruments.

To assure compliance with National Highway Traffic Safety Administration standards for training; prepare assignments for formal classroom training for breath analysis instrumentation and associated paperwork, knowledge examination for initial certification and recertification of operators, prepare assignments for speakers and field sobriety instructors, and coordinate instructor training to replenish field sobriety pool, thereby establishing and maintaining a DUI statewide training cooperative.

To perform inspections in a statewide breath analysis program involving the certification and recertification of both instruments and instrument operators.

To certify and recertify all breath testing instruments throughout the state after testing them for accuracy; to certify and rectify performance of methods and techniques and evaluating degree of proficiency.

To diagnose malfunctions of and repairs to these and related instruments and to coordinate activity between state and local police and the out of state repair facilities to expedite repairs and decrease down time.

To participate in formal classroom training designed to train and certify qualified candidates in the operation of evidentiary breath analysis instruments.

To provide necessary practical experience in the operation of breath testing instruments.

To participate in formal classroom training designed to train qualified candidates in Standardized Field Sobriety Testing.

To screen and monitor volunteer subjects for live alcohol workshop.

To give testimony in court relating to the certification and recertification of instruments and operators as well as the methods and techniques employed.

To consult with and give advice and counsel to the operators of instrument, police and other law enforcement officials regarding problems, methods and procedures.

Prepare and respond to all writs of discovery from various attorneys.

To track court decisions and rulings and disseminate information to state and local police.

Retrain police officers in the use of new equipment acquired by their police department.

Provide ongoing in-service training in all aspects of "Driving Under the Influence" enforcement procedures and policies.

Evaluate, test and approve new breath testing equipment to be purchased and utilized by law enforcement agencies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and mechanics of breath testing instruments and the methods, procedures and techniques of their operation; ability to apply such knowledge in the certifying and recertifying the accuracy of such instruments and their operators in accordance with state law; the ability to participate in the administration of a training school program for the training and certifying of competent operators of breath testing instruments by conducting classes in the approved methods and techniques of instrument operation; the ability to give testimony in court pertaining to the accuracy of breath testing instruments and the competency of operators of such instruments; the ability to consult with and give advice and counsel to instrument operators, police, and other law enforcement officials regarding breath, testing problems, methods and procedures; the ability to maintain and file reports; related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing supplemented by completion of approved course of training in breath analysis methods, procedures and instrument operation; and

Experience: Such as may have been gained through: employment in a position involving the operation of breath testing instruments and participation in law enforcement procedures relevant to the adjudication of cases alleging the operation of a motor vehicle while under the influence of intoxicating liquor.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment, must possess a certificate of competency in breath analysis and breath testing instrument operation issued by the State Department of Health; and must maintain such certification requirements as a condition of employment.

Class Revised: December 19, 1999

Editorial Review: 3/15/03